

STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU GENERAL RECORDS RETENTION SCHEDULE		Records Category < PAYROLL/PERSONNEL	
General Schedule Number < 5			
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Item	Record Series Title	Distribution	Office
1	PAYROLL Calculated Detail Listing (Payroll Register)	Agency State Payroll Section 1 year	4 years
2	Cross Reference Listing - Biweekly	Agency State Payroll Section 1 year	4 years
3	Cross Reference Listing - Yearly	Agency State Payroll Section 1 year	4 years
4	Decedent's Warrants	Agency	3 years after termination
5	Employee Master Record - Bimonthly	Agency State Payroll Section 1 year	4 years
6	Employee Master Record - Yearly	Agency State Payroll	4 years 1 years
7	Enrollment Forms	Agency	3 years after termination
8	Garnishments	State Payroll Section 3 years after satisfaction	0 years
9	Longevity Records	Agency	3 years after 7 years termination
10	Monthly Deduction Reports	Agency State Payroll Section 1 year	4 years 0 years 4 years 5 years

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Item	Record Series Title	Distribution	Office
11	Payroll Vouchers (Obsolete)	Agency	2 years
12	Prepayroll Listing	Agency State Payroll Section 3 months	0 years 3 years
13	Quarterly Reports	Agency State Payroll Section 1 year	0 years 3 years
14	Revocations (decedent's warrant, PERS)	Agency	3 years after termination
15	Special Reports (turnaround documents, wage/insurance inc <sup>gang, etc.</sup> )	Agency State Payroll Section 1 year	4 years 4 years
16	State Share Reports	Agency State Payroll Section 1 year	0 years 3 years
17	Status Forms	Agency	4 years
18	Time Sheets (includes leave requests; leave use records; request to work overtime/compensatory time)	Agency P/P/P	3 years
19	W-2 undistributed	Agency State Payroll Section 25 years on fiche	0 years 0 years
20	W-4	Agency	3 years after termination
21	W-5	Agency State Payroll Section	1 year

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Item	Record Series Title	Distribution	Office
	<b>PERSONNEL</b>	Agency	Records Center
22	Accident Reports	10 years after termination	0 years
23	Alternative Schedule Request	3 years after termination	7 years
24	Americans with Disabilities Act Complaint Form	3 years after resolution or use in litigation	7 years
25	Formal Discipline Actions/Documentation (written warning, disciplinary demotion, discharge)	3 years after termination or according to contract language	7 years
26	Education and Training Records	3 years after termination	7 years
27	EEO/Affirmation Action Records	Until superseded by updated records	7 years
28	Employee Earnings Records (those prior to 1969 that Central Payroll do not maintain)	50 years	0 years
29	Employee File Folder (Terminated)	2 years	8 years
30	Exit Interviews	3 years after termination	7 years

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General Schedule Number < 5		Work years plus 10 or according to contract language	
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Item	Record Series Title	Distribution	Office
31	Family and Medical Leave Notice of Rights	Agency	3 years after termination
32	Grievance Form (Note: This does not include investigation documentation that will be retained according to the specific situation.)		7 years according to contract language
33	Immigration Form (I-9)	Agency	3 years after hire or 1 year after termination, whichever is later
34	Leave Requests (not on Time Sheet, includes annual, sick, sick leave, disability & maternity, disaster & emergency, military, jury duty, witness, holidays, leave-of-absence without pay, compensatory time off)		3 years after termination
35	Licenses and Professional/Technical Certifications	Agency	3 years after termination
36	Medical Records (includes disability documentation, medical exams, inquiries about medical conditions, handicap status certification) <sup>1</sup>	Agency	3 years after termination
37	Moving and Relocation Agreements	Agency	3 years after termination

<sup>1</sup> The Americans with Disabilities Act (ADA) of 1990 requires that medical records are maintained separately from other employee personnel records limited as provided by the ADA.

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
38	Pay Plan Exception-Individual	Agency	3 years after termination	7 years	Work years plus 10 years	Destroy
39	Pay Plan Exception-Blanket	Agency State Personnel Div	3 years after superseded	2 years	5 years	Destroy
40	Performance Appraisal	Agency	3 years minimum and 2 years after last use in an employment decision		3 years minimum and 2 years after last use in an employment decision	Destroy
41	Agency Classification Requests	Agency OBPP State Personnel Div	2 years 4 years 2 years	0 years 0 years 0 years	2 years 4 years 2 years	Destroy Destroy Destroy
42	Classification/Wage Appeal	Agency State Personnel Div	4 years	0 years	2 years 4 years	Destroy
43	Position Descriptions	Agency State Personnel Div	2 years	0 years	2 years after superseded	Destroy
44	Position Detail Form	Agency OBPP	5 years after superseded 4 years	0 years	5 years after superseded 4 years	Destroy Destroy
45	Position Review Form	Agency State Personnel Div	2 years after superseded	0 years	2 years after superseded	Destroy
46	Probation Extension	Agency	3 years after termination	7 years	Work years plus 10 years	Destroy

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Item	Record Series Title	Distribution	Office
47	Promotion	Agency	3 years after termination
48	Public Employee Retirement System (PERS) Application for Withdrawal PERD	Agency	3 years after termination Indefinite
49	Recruitment/Selection Process Documentation (may include position description, vacancy announcement, advertisements, list of recruitment sources, applications, supplemental questionnaires, other application materials, selection procedures & criteria used to evaluate performance, written evaluations, names & titles of individuals participating in the design or administration of selection procedures, records documenting applicant flow, and correspondence with applicants).	Agency	3 years after each selection
50	Application Documentation, Hired Employees (including resumes, Agency supplements, etc.)	Agency	3 years after termination 3 years
51	Application Documentation, Not Hired (including resumes, supplements etc.) Note: Suggest records retained in agency for 3 years in case of litigation	Agency	0 years
52	Reduction-in-Force Notice (layoff notice)	Agency	7 years
			Work years plus 10

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Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
53	Reduction-in-Force Reinstatement Offer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
54	Reduction-in-Force Roster and Preference Documentation	Agency and Industry	3 years, or according to contract language	3 years	3 years, or according to contract language	Destroy
55	Resignation	Agency	3 years after termination	7 years	Work years plus 10	Destroy
56	Sexual Harassment Complaint	Agency	3 years after termination	7 years	Work years plus 10	Destroy
57	Sexual Harassment Investigation Report and Documentation	Agency	3 years after resolution	7 years	Work years plus 10	Destroy
58	Transfer	Agency	3 years after termination	7 years	Work years plus 10	Destroy
59	Wage and Hour Claims	Agency	3 years after termination	7 years	Work years plus 10	Destroy